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Owner's Manual

December 2013

Calendar of Events

25th

Christmas

**Call
OMAG
Today
800-234-
9461
Or
405/657-
1400
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1401**

Loss Control Staff

Gary Cauthen
Kip Prichard
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"Christmas Safety"

Christmas holidays are almost here and the hustle and bustle of shopping, decorating the house and workplace, coping with inclement weather, more traffic on the roads, puts us at risk. Everyone is more prone to have accidents during this holiday season than any other time of year. To help make this a safe and happy holiday season, here are some safety tips.

TRAVELING

During the Christmas holidays there are more cars, more people, and more confusion than any other holiday during the year.

- A. Ensure your vehicle is ready for the road, and equipped with an emergency kit.
- B. Allow extra time for heavy traffic and slippery roads.
- C. Stay alert, don't get distracted by all of the Christmas decorations
- D. Expect the unexpected from other drivers and pedestrians.
- E. Stay off the cell phone, and don't text and drive.

CHRISTMAS LIGHTS

Christmas lighting can cause fires. To reduce the chance of fires:

- A. Only use lights approved for outdoor use for outdoors. Check for Underwriters' Laboratory label.
- B. Make sure circuits are not overloaded.
- C. Place cords away from traffic areas and heat sources, never under rugs.
- D. Check cords and plugs for wear, frayed insulation, cracks, and loose connections

Free to all Municipal Liability/Automobile & Workers' Comp plan participants!

CHRISTMAS TREES

Christmas trees are another serious threat to holiday safety. An eight-foot pine can burn completely in just 27 seconds and create tremendous heat. Some safety tips to remember are:

- A. Place your tree away from heat sources and open flames.
- B. Check the lights before placing them on the tree. Look for loose sockets or broken/frayed wires.
- C. Keep water in tree base container and check it often.
- D. Turn lights off when you leave your home or workplace unattended.
- E. Never use a regular string of lights on a metal tree. The danger of shock is great. Use a spotlight to illuminate a metal tree.

SLIP, TRIP AND FALLS

Make your workplace and your home fall-free for the holidays.

- A. Sidewalks and driveways should be kept free of ice and snow. Use sand or ice melt.
- B. Walkways should be considered when you're arranging furniture to make room for the tree.
- C. Electrical cords and wires should be away from traffic areas where they could become tripping hazards.
- D. Ladders, not stools or chairs, should be used for those out-of-reach decorating jobs.
- E. Toys, boxes, paper, etc., become tripping hazards when left on floors or stairs.

HEATERS

Heating equipment is one of the leading causes of fires, particularly during the winter months. Understanding how to use portable space heaters safely is very important.

- A. Never leave a space heater running when you exit the room/building or go to sleep.
- B. Do not use space heaters in rooms where children are unsupervised.
- C. Keep space heaters at least three feet away from anything that can burn— furniture, bedding, clothes, curtains, and papers.
- D. Put the space heater in a place where people will not run into it or trip over it.
- E. Heaters should be placed on a flat, level surface. Do not place a space heater on furniture. Do not use a space heater in damp or wet areas—like the bathroom.



HEATERS CONTINUED

- E. Heaters should be placed on a flat, level surface. Do not place a space heater on furniture.
- F. Do not use your space heater with a power strip or extension cord.
- G. Unplug the space heater when not in use.
- H. Inspect the cord regularly for damage.

SECURITY AND THEFT PREVENTION

Here are some tips to keep you and your property safe:

- A. Park your vehicle in a highly visible area. At night, park in a well lit area.
- B. Travel in pairs, so you are not alone walking to and from your vehicle
- C. Do not leave valuable items in your vehicle.
- D. Don't let your mail or papers stack up—stop mail and delivery services
- E. Put lights on a timing system, so your property does not stay dark
- F. Keep doors locked on all property.

Have a very Merry Christmas and a Happy New Year